

# NEW Student Hire Checklist

## Before student's first day:

\_\_\_ Ensure I-9 employment eligibility is completed by department or verified with HR.

\_\_\_ Complete the ePAF in PeopleSoft.

### [Initiating a Student Hire eForm](#)

- **Undergraduate and Funded by Grant**
- **Graduate**
- **Work Study**

*\*Tip: Write down your ePAF Form ID so you can check its status later.*

\_\_\_ Ensure ePAF was executed in the system.

In Peoplesoft, under My Homepage, click on ePAF Homepage. On the left, click on View and ePAF eForm. Enter your Form ID and click Search. Scroll to the bottom of the page and click on Next. Click on [Signature/Action Logs](#) and the last line should say System Execute.

## On their first day:

\_\_\_ Introduce new hire to everyone; show restrooms and/or break area; cover any rules related to the department; go over job hours and duties; discuss dress standards, standards for cleanliness; safety issues – worker's comp and emergency procedures.

\_\_\_ Ensure the student completes their onboarding tasks:

### [OnBoarding Aid](#)

- Direct Deposit*
- W-4 Tax Withholdings*
- Required Documents (Acknowledgements)*

\_\_\_ Give Students the [Hourly Pay Schedule](#) so they know when to expect payment. It also shows the dates that timesheets for that period need to be approved by.

\_\_\_ Train on Time Labor and Absence Management System (TL/ABS) (time entry; work schedule; and departmental expectations for calling in.

- [Enter/Adjust Time \(For Students\)](#)
- [Approve Timesheets](#) and/or [Enter/Adjust on behalf of Student \(For Supervisors\)](#)
- [Enter/Adjust/Approve on behalf of Student/Supervisor \(For TL/ABS Approvers\)](#)

**Timesheets should be entered weekly on Fridays and approved the following Mondays by the Supervisor or the designated TL/ABS Approver.**